

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
March 17, 2015

Called to order at 7:07 p.m. by Sheila Litchfield, with Bill Lattrell, Brian DeVriese, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Add to Other Business:

- Mike Smith/Highway Matters:
- Employee Sick/Personal/Vacation Time
- Gasoline – go to bid or stay at rack price plus mark up till end of year?
- Compactor Project – update and next steps
- Administrative Support for Highway Supt.

- Ken Roche, Independent Article, 8:15 p.m.

7:12 p.m. Margaret Freeman entered meeting.

Historical Commission: Margaret received a letter from Mass. DOT regarding bridge at 8A and over West Branch Brook. Because 8A is a scenic byway, the Historical Commission is asked to send comments regarding the project. Discussed concerns including old mill with stone walls, maintaining character of terrain, proposed width of bridge, drainage. Brian and Bill will visit site to determine if proposed width of bridge (28 ft) is acceptable. Will also look at stone work under existing bridge and slope. Sheila suggesting looking at referred to Nat. Historic Preservation Act, sect. 106 and finding out the authority of Historical Commission. Margaret will prepare a draft letter and send to Select Board prior to sending back to MA DOT.

Margaret also shared a concern that membership is dwindling on the commission. Two members have expressed interest in resigning. Discussed reducing commission membership from seven to five. Also discussed the interrelationship with Historical Society and how members could work together.

On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to reduce membership of Historical Commission from seven to five.

7:35 p.m. Finance Committee members Don Freeman, Gloria Fisher, Jan Carr, and Ned Wolf entered meeting as well as Margo Newton. Margaret Freeman left.

Assessors: Select Board members completed grading/classification of proposed assistant assessor position. Assessors Margo Newton (chair) and Dick Gallup completed the paperwork earlier. All answers were discussed and combined to determine a grading of 15 with starting rate of \$20.88/hour. They discussed how many hours needed for position and agreed that 8-10 would suffice including two evening hours per week. Annual budget for this position is \$10,857.60 (not including COLA for FY16 – TBD). Job description has been reviewed by Assessors and Select Board.

Margo shared that the legacy issues are improving, no extra money needed for FY16.

On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to approve job description for proposed Assistant Assessor of Heath.

Police Dept. Budget FY16: Looked at increase in salary line item. Margo added \$1,100 to cover Heath Fair. This usually comes out of salary line but Margo wanted to add more time to make up for this long week-end of coverage.

Discussed dog matter. Margo provided a summary of results of hearing on March 13.

8:00 p.m. Margo Newton left meeting.

Other Financial Matters:

- Discussed Safety/Highway Building project. Next informational meeting to be held April 2, 2015 at 7 p.m. in Community Hall.
- WiredWest project
- Board added \$500 expense account on Art. 3 for Parks & Recreation. Currently, they have no budget other than donations. The Comm. has also requested a \$2,000 stabilization fund so they can save year after year for projects.

The Board stressed the importance of both projects and the need for funding to pass this year. Property values have decreased over the past few years due to lack of high speed service.

MTRSD Budget and related matters:

Ken Rocke attended tonight. Discussed recent article in the Independent and whether Heath needs to respond to the inclusion of some incorrect information offered in someone's quote regarding Heath School. Discussed nature of district schools and how larger schools supplement the smaller schools. Discussed work of Long Range Planning Committee and how they took great pains to work together to create a climate of cooperation and how negative comments can hamper the progress of their work. Discussed Chap. 70 aid and formulas used to determine assessments. Ken Rocke offered some analysis and numbers and encouraged people to look at the MTRSD website for full financial reports for each town in the District. Ken was thanked for his work.

Ken Rocke and Finance Committee left meeting.

Reviewed Minutes: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 2/23/15 Select Board meeting as submitted with one abstention.*

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 3/03/15 Select Board meeting as amended.

Minutes of 3/10/15 will be reviewed at next meeting.

Mail/ Email:

1. Various Highway Dept. related emails
2. Email correspondence between Sheila and Matt Weidele regarding Bridge Replacement Project
3. Police Report on Dog Matter
4. Letter from MBI basically repeating the email they sent last week with attachments (never got a response from Monica Webb – see email)
5. Email sent to WiredWest from Town of Heath
6. Email from Sheila regarding article in Independent
7. Letter to Sheila from FEMA (no action needed)
8. Email from Brian regarding Safety/Highway Building
9. Notice from ABCC regarding powdered alcohol
10. MMA Publications Order Form
11. Announcement of Stan Rosenberg's Municipal Conference March 21st 8-2

12. Email from Hilma regarding committees/boards and response to Jeff Aho
13. Email Kara sent out looking for a list of current Town-owned land (no response)
14. National Disaster Resilience Competition Support Letter
15. Email from Jan and Mike regarding compactor project
16. Letter from Smith Agricultural High School regarding tuition. Currently Heath has no students attending the Smith Voc. school.

Other Separate Documents:

1. Town Coordinator Report
2. FY16 Budget Spreadsheet
3. Heath Vehicle Use Policy
4. The Beacon Publication
5. Letter sent to Historical Comm. regarding MassDOT Highway Div. Project Number 607678 (Bridge over West Branch Brook, #H-14-007)

Other Business:

Employee Sick/Personal/Vacation Time: Agreed with treasurer's recommendation to resolve matter. Also, the Board shall remind about the use of Request for Leave sheets – these are a good check and balance and keeps the employee, supervisor, and Board up to date on balance of vacation/sick/personal time.

Gasoline: Board agrees to continue at rack price plus mark up till end of FY.

Compactor Project – update and next steps: Kara will prepare a checklist of what has been done and what remains to be done to complete project so that a cost analysis can be done for FY16 budget planning.

Administrative Support for Highway Supt.: Charlene Reynolds has expressed interest in helping.

Vehicle Policy: Kara will inquire with MIIA, our insurance company, to get their recommendation and then review the policy for revisions if needed.

Update Municipal Safety/Highway Building Project: The Committee received a quote for the redesign of proposed Safety/Highway Building project. The downsized plan, and a quote for 3D model totaled \$4,200. The Board would like to use the feasibility study fund for these expenses. On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to approve proposal from Reinhardt Associates in the amount of \$4,200 to be paid from account #03-5-192-015. Work to be completed within four weeks. Discussed town-owned land. Kara will prepare warrant article for the purchase and/or sale of land.

IT: Mark Smith has been attending to the WiFi connection in Community Hall for Town Nurse and general use. Currently, the Town Nurse has a secure link but service is inconsistent. Mark has equipment on loan to test. If it is successful, the Town will purchase the equipment. The Board would like to know how much it will cost to run fiber to Community Hall from Sawyer Hall.

Signed:

1. Treasury Warrant
2. National Disaster Resilience Competition Support Letter

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:12 p.m.

Next meeting scheduled for March 24, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna
Town Coordinator